

**SECRET**

Security Office, Physical Security Division  
Security Branch

20 January 1964

ATTN :

  
Chief, Records Administration Staff, DDS

25X1

Secure Area for Historical Staff, O/DCI

1. This office has reviewed the attached request for converting Room 1D-27, Headquarters, into a secure area.

2. A physical inspection of the involved area indicates that conversion to a secure area would result in the following:

a. Permit use of shelf files for storage of over 95% of their present records. Due to the security sensitivity of the remaining 5%, 1 - 2 drawer safe will be needed.

b. Provide storage space for 24 cubic feet of records presently stored in another office.

c. Reduce filing equipment costs approximately \$3,000 through the substitution of shelf files for 3 - 5 drawer, 3 - 4 drawer and 1 - 2 drawer safes.

d. Provide additional space for the temporary storage of Records Center boxes containing archival records being reviewed by members of the Historical Staff.

e. Provide additional floor space through substitution of shelving for safes. This equipment exchange will result in a reduction of 44 square feet of floor space.

3. As the establishing of this secure area will increase the efficiency of the office and result in a more economical means of filing records, I recommend, from a Records Management viewpoint, that this request be approved.

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Attachment

GROUP 1  
Excluded from automatic  
downgrading and  
declassification  
**MORVCDR Page 1**

**SECRET**

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